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इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह प्रलग संकलन के रूप में रखा जा सके।

Separate paging is given to this Part in order that it may be filed as a separate compilation.

## MINISTRY OF HOME AFFAIRS

### NOTIFICATION

*New Delhi, the 12th November 1969*

**S.O. 4632.**—In exercise of the powers conferred by Section 22 sub-section (I) of the Central Industrial Security Force Act 1968 (No. 50 of 1968), the Central Government hereby makes the following rules, namely:—

THE CENTRAL INDUSTRIAL SECURITY FORCE RULES, 1969.

### CHAPTER I

#### *Preliminary*

**1. Short title and commencement.**—(1) These rules may be called the Central Industrial Security Force Rules, 1969. (2) They shall come into force on the date of their publication in the official gazette.

(2) They shall come into force on the date of their publication in the Official Gazette.

**2. Definitions.**—In these rules, unless the context otherwise requires,—

- (a) "Act" means the Central Industrial Security Force Act, 1968 (50 of 1968),
- (b) "Appendix" means an Appendix to these rules;
- (c) "Schedule" means a Schedule appended to these rules;
- (d) words and expressions used in these rules and not defined but defined in the Act, shall have the meaning respectively assigned to them in the Act,

## CHAPTER II

*Composition of the Force*

**3. Composition of the Force.**—The ranks or supervisory officers and members of the Force which shall be constituted on a battalion basis, shall be as follows, namely :—

- (i) Inspector General;
- (ii) Deputy Inspector General;
- (iii) Commandant (Chief Security Officer);
- (iv) Assistant Commandant (Security Officer);
- (v) Company Commander (Inspector);
- (vi) Platoon Commander (Sub-Inspector);
- (vii) Assistant Sub-Inspector;
- (viii) Head Security Guard;
- (ix) Senior Security Guard (Armed only);
- (x) Security Guard,

and each person shall be the immediate superior in the rank to the one mentioned below him.

*Duties*

**4. Duties of Inspector General.**—(1) The Inspector General shall be the Head of the Force and shall be responsible for maintaining it in a State of high efficiency, training, discipline and morale and he shall for that purpose take all such steps as he may consider necessary, by way of tours, inspections, examination of records, calling for reports, framing regulations, issuing instructions and giving directives on all matters pertaining to the administration of the Force. He shall in particular guide and direct the Deputy Inspectors General and the Chief Security Officers and it shall be his duty to ensure that each Deputy Inspector General maintains the Force in his charge at a high level of efficiency and discipline.

(2) The Inspector General shall keep himself in touch with the Chairmen, Managing Directors and General Managers of the public sector undertakings where the Force is deputed and post himself from time to time with the problems and needs of each such undertaking in relation to the Force. He shall maintain close liaison with the police and other authorities of the States so as to secure effective co-ordination between the State police and the Force in regard to matters pertaining to the protection and security of public sector undertakings. He shall keep the Central Government duly informed of all matters of importance.

**5. Duties of Deputy Inspector General.**—(1) For proper supervision of the Force the country shall be divided in Zones. A Deputy Inspector General shall be in charge of each Zone. He shall be responsible for maintaining the Force in his charge in a State of high efficiency, training, discipline and morale. For this purpose he shall inspect the battalions and the industrial undertakings in public sector in his Zone where the Force is deputed at least twice a year and send his inspection reports to the Inspector General giving details of the state of the Force and its administration.

(2) The Deputy Inspector General shall be readily available to the Commandants (Chief Security Officers) and shall aid, advise and control them. He shall keep in touch with the Chairmen, Managing Directors and General Managers of the undertakings in his Zone and shall also keep liaison with the State authorities with a view to securing full co-operation between the State police and the Force in ensuring proper protection and security of the property of the industrial undertakings in the public sector in his Zone. He shall keep the Inspector General fully informed of all developments which need his attention. Normally all communications between the Chief Security Officer and the Inspector General shall be channelled through the Deputy Inspector General though in cases of great urgency the Chief Security Officer may write to the Inspector General direct in which case he shall endorse a copy to the Deputy Inspector General.

**6. Duties of Managing Director and General Manager.**—The Force deputed to an undertaking shall work under the general supervision, direction and control of the Managing Director or General Manager of that undertaking. The Commandant (Chief Security Officer) of the Force shall keep the Managing Director

or General Manager fully informed of all developments including the state of the Force. The Managing Director or General Manager shall inspect the posts of the Force situated in his undertaking at least once a year.

**7. Duties of Commandant (Chief Security Officer).—**(1) The Commandant (Chief Security Officer) shall be the Head of the battalion. He shall be responsible for the efficiency, discipline and morale of the battalion and for the proper management of each branch of the Force under him. He shall periodically inspect the units of the Force under his command. All orders to the Force under him shall emanate from him and all communications from the Force under him shall pass through him.

(2) The Commandant (Chief Security Officer) shall regularly inspect the detachments of the Force posted outside the Headquarters and ensure that they remain in a high state of efficiency. He shall ensure that all members of the Force under him attend parade and refresher courses in turn according to a programme. When at Headquarters, he shall attend the parade every Tuesday and Friday and hold the Orderly Room every Friday.

(3) The Commandant (Chief Security Officer) shall be responsible for the security of the undertaking in which the detachments of his battalion are posted. For that purpose he shall remain in close touch with the district as well as police authorities and the Heads of the various departments in the said undertaking. He shall keep the Managing Director and General Manager of the said undertaking as well as the Deputy Inspector General fully informed of all developments and send them regular fortnightly reports as prescribed. Matters of urgent nature, however, shall be brought to their notice by the quickest possible means. He shall pay his personal attention to the working of the Intelligence Wing and ensure that intelligence is efficiently collected and conveyed promptly to the Managing Director, General Manager and the Deputy Inspector General.

**8. Duties of Assistant Commandant (Security Officer).—**The Assistant Commandant (Security Officer) shall assist the Commandant (Chief Security Officer) and unless specifically directed to the contrary in the regulations framed for the purpose, he shall perform all the functions of the Chief Security Officer when so required by the latter. He shall be responsible for the efficiency, discipline and morale of the companies and all the branches under him and shall also be responsible for the security of the undertaking or its part entrusted to him.

### CHAPTER III

#### *Procedure of arrest, search etc.*

**9. Arrest.**—When any person is arrested under Section 11 of the Act he shall be handed over to a police officer or at the nearest police station without avoidable delay along with a brief note giving the time, date and reasons of arrest.

**10. Search.**—Whenever a search of a person or his belongings is conducted under Section 12 of the Act, an inventory shall be prepared in the presence of two respectable witnesses and a copy of the inventory shall be given to the person concerned and if any property suspected to be stolen is found on such search it shall also be sent to the police along with the person.

### CHAPTER IV

#### *Appointments*

**11. Power of Appointment.**—Subject to the provisions of the Act and these rules, the posts of Inspectors and Sub-Inspectors may be made by the : General concerned and appointments to the ranks of Head Security Guards, Security Guards and Followers may be made by the Chief Security Officer concerned.

**12. Method of Recruitment.**—Appointments to the Force may be made by—

- (i) direct recruitment;
- (ii) deputation; and
- (iii) promotion.

## CHAPTER IV-A

*Direct Recruitment*

13. Direct recruitment will be to the ranks of Security Guards, Sub-Inspectors and Security Officers.

14. **Qualification for direct recruitment.**—(1) No person shall be eligible for recruitment as a Sub-Inspector unless—

- (a) he is an Indian national of not less than 19 years and not more than 25 years of age;
- (b) he is not less than 5 ft.—6 inch (or in the case of a hillman or tribesman 5 ft.—3 inch) in height and 32 inch round the chest unexpanded;
- (c) he has passed the Intermediate Examination from a recognised institution or possesses such other equivalent educational qualifications as may be notified by the Central Government in this behalf.

proficiency in games, sports and athletics, membership of the National Cadet Corps and such other organisations or institutions as may be approved by the Inspector General shall be additional qualifications.

(2) No person shall be eligible for recruitment as a Security Guard unless he—

- (a) is an Indian national of not less than 18 years and not more than 25 years of age;
- (b) has passed class VI or equivalent examination;
- (c) is not less than 5ft.—6 inch. (or in the case of hillman or tribesman 5 ft.—3 inch.) in height and 32 inch. round the chest unexpanded.

(3) Notwithstanding anything contained in clause (b) of sub-rule (1) or Clause (c) of sub-rule (2) a person who is under 20 years of age and of height not less than 5 ft.—5 inch. and 30 inch. round the chest unexpanded shall, if he is otherwise qualified and if the Medical Officer certifies that he is under 20 years of age and that he is likely to attain the standard measurements referred to in these rules, shall be eligible for recruitment as Sub-Inspector or Security Guard.

(4) Ex-servicemen who are of exemplary or very good character may be enlisted notwithstanding that they exceed the above age limit provided they are under 30 years of age and are otherwise suitable for enlistment.

(5) Relaxation in the above conditions for recruitment of security guards can be made with the approval of the Deputy Inspector General in specially deserving cases provided the candidate is medically fit.

15. **Agreement.**—At the time of appointment every member of the Force shall execute an agreement in the form in Appendix 'A'.

16. **Followers.**—A person having proficiency in the trade for which he is required and who has attained the age of 18 years but not more than forty years, may be enlisted as a follower by the Commandant provided he is medically fit.

## CHAPTER IV-B

*Deputation*

17. (1) The Central Government may from time to time determine the number of posts in each rank to which appointments should be made by deputation.

(2) Deputation to any rank or post in the Force may be—

- (a) from State Police forces, or
- (b) from the Railway Protection Force, the Border Security Force and such other forces of the Union (other than the Army, Navy and Air Force) as may be notified by the Central Government from time to time.

(3) The period of deputation shall normally be five years, but such period may be reduced or increased by the Central Government generally or in individual cases.

(4) (i) During the period of deputation the officer on deputation shall be governed by the provisions of the Act and the rules and regulations made thereunder.

(ii) Without prejudice to the foregoing, every such officer shall be subject to the rules of discipline applicable to the corresponding rank of the Forces.

(5) Save as aforesaid, the other terms and conditions of deputation shall be such as may be agreed upon between the lending authority and the Central Government.

(6) Notwithstanding anything contained in sub-rule (3) the Central Government may, without assigning any reason, terminate the period of deputation of any officer at any time and such termination shall not be deemed to be a punishment.

#### CHAPTER IV-C

##### *Promotion*

18. (1) Promotion from one rank to another among the members of the Force shall be made on the basis of select lists prepared by Committees appointed by the Inspector General for the purpose after holding such written, oral, practical and personality tests as may be prescribed in the regulations. Conditions of eligibility of a candidate for promotion to a particular rank will be such as are laid in the regulations.

(2) Specially deserving security guards who have put in 15 years of service may be promoted, without undergoing the above written tests, to the rank of Head Security Guards on the basis of their service record, by the Commandant with the approval of the Deputy Inspector General but the total number of such promotions shall not exceed 20 per cent of the number of promotion made within the Zone at any given time. Similarly, specially deserving Head Security Guards who have put in 20 years of service may without undergoing the above written tests be promoted to the rank of Assistant Sub-Inspector on the basis of their service record, by the Deputy Inspector General with the approval of the Inspector General but the total number of promotions shall not exceed 20 per cent of the total number of promotions made at any given time.

(3) Promotion to the rank of Security Officer and that from one rank of Superior Officer to a higher rank will be on the basis of selections made in accordance with the orders issued by the Central Government in this behalf.

19. **Probation.**—(1) All appointments by direct recruitment or promotion shall be on probation for two years subject to the provision that the appointing authority may extend this period in special cases.

(2) The appointing authority shall, on the expiry of the period of such probation or such extended period, pass an order declaring that the probationer has completed the period of probation satisfactorily and is suitable for confirmation in that rank. If he considers him unsuitable, the probationer shall be liable to be discharged in the case of a direct recruit or reverted to his substantive post in the case of a promotee.

#### CHAPTER V

##### *Special Provisions*

20. **Special Provisions for Scheduled Castes and Tribes members.**—Special provisions and relaxations in respect of persons belonging to scheduled castes and scheduled tribes for appointments and promotions under Central Government service as current from time to time shall apply with necessary notifications to appointments and promotions in the Force in respect of persons belonging to such castes or tribes.

21. **Power to Relax.**—Notwithstanding anything contained in the foregoing rules where, in the interest of the formation and the due functioning of the Forces, such course is necessary, the Inspector General may, with the approval of the Central Government, relax the requirements of any rule relating to recruitment to the Force, to such extent as may be necessary.

#### CHAPTER VI

22. **Pay and Allowances.**—The various ranks in the Force shall be as follows and their scales of pay, allowances etc. will be such as are notified by the Government :—

1. Director, Industrial Security/Inspector General
2. Deputy Inspector General



3. Chief Security Officer/Commandant
4. Security Officer/Assistant Commandant
5. Company Commander/Inspector
6. Platoon Commander/Sub-Inspector
7. Assistant Sub-Inspector
8. Head Security Guard;
9. Senior Security Guard (Armed only)
10. Security Guard

## CHAPTER VII

### *Conditions of service and Conduct*

**23. Powers of Inspector General to frame regulation.**—The Inspector General may from time to time for the proper administration of the Force frame and issue regulations with the approval of the Central Government, and the supervisory officers and members of the Force shall, as a condition of their service, be governed by such regulations in the discharge of their duties.

**24. Right to form service Associations.**—(1) No supervisory officer or member of the Force shall enrol himself as a member of or work for or make any contribution directly or indirectly to any Trade Union except with the previous permission of the Central Government.

(2) A supervisory officer of the Force may, however, be a member of an association composed entirely of members of the service to which he belongs or of gazetted officers of the industrial undertakings in the public sector. A member of the Force may, however, be a member of an association composed of members of the service to which he belongs or an association composed entirely of members of the Force and constituted with the approval of the Inspector General.

(3) Any such association, as is mentioned in sub-rule (2) shall not, however, be an association that may affiliate itself to any union or other association whatsoever.

**25. Recognition of Associations.**—The Central Government may, from time to time, specify the authority competent to recognise associations, the conditions for their recognition and the privileges of such recognised associations and also provide for withdrawal of such recognition.

## CHAPTER VIII

### *Training*

**26. Training Manual.**—The Inspector General shall frame a Training Manual prescribing the standard of training for different courses which shall include the following subjects :—

- (1) Correct wearing of uniform, i.e. clothing and accoutrements;
- (2) Ceremonial Drill and Guard Mounting;
- (3) Squad, Platoon, Company and Battalion Drill and extended over movement;
- (4) Training in Musketry including riot drill;
- (5) Physical Training;
- (6) Central Industrial Security Force Act, these Rules, Official Secrets Act, 1923 (19 of 1923), necessary provisions of the Code of Criminal Procedure, 1898 (5 of 1898) regarding search, arrest, etc. Necessary provisions of the Indian Penal Code, 1860 (45 of 1860) and other laws;
- (7) Industrial Security including physical security, internal security, departmental security, security of personnel, etc.;
- (8) Labour problems and their handling;
- (9) System of collecting intelligence, etc.
- (10) Fire Fighting for those in Fire Services;
- (11) Central Industrial Security Force Regulations, Industrial Security Manual, Dress Regulations Office Manual, etc.;

(12) Education and Elementary law.

(13) General, i.e. leadership, man management, etc.

(2) The syllabi for each course and its period of duration shall be given in the Training Manual.

**27. Training Centres.**—(1) There shall be a Central Industrial Security Force Training College for initial refresher and promotion courses for the members and supervisory officers of the Force. The college shall be under the charge of a principal who shall be of the rank of Chief Security Officer and during training the said officers and members of the Force shall be under the disciplinary control of the principal.

(2) In addition to the college referred to in sub-rule (1) there shall be training centres for recruits—one in each Zone. The training centre for recruits shall be under the charge of a principal who shall be of the rank of the Security Officer.

**28. Solemn affirmation of allegiance.**—On appointment each recruit or cadet shall be required to solemnly affirm his allegiance in the form given in **Appendix "B"** and shall receive a certificate of appointment as prescribed in section 6 of the Act.

## CHAPTER IX

### *Penalties and Procedure*

**29. Rules governing discipline.**—(1) Supervisory Officers shall be governed by the rules applicable to the officers of the Central Government of corresponding class in respect of disciplinary proceedings, punishments, appeals, revisions and representations.

(2) The members of the Force shall in such matter be governed by the rules in this Chapter.

**30. Suspension.**—(1) The appointing authority or any authority to which it is subordinate or the disciplinary authority or any other authority empowered in that behalf by the President by general or special order, may place a member of the Force under suspension:—

(a) where a disciplinary proceedings against him is contemplated or is pending; or

(b) where a case against him in respect of any criminal offence is under investigation, inquiry or trial:

Provided that where the order of suspension is made by an authority lower than the appointing authority, such authority shall forthwith report to the appointing authority the circumstances in which the order was made.

(2) A member of the Force shall be deemed to have been placed under suspension by an order of the appointing authority—

(a) with effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours;

(b) with effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

*Explanation.*—The period of forty-eight hours referred to in clause (b) of this sub-rule shall be computed from the commencement of the imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

(3) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a member of the Force under suspension is set aside in appeal or on review under these rules and the case is remitted for further inquiry or action or with any other directions, the orders of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

(4) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a member of the Force is set aside or declared or rendered void in consequence of or by a decision of a court of law and the disciplinary authority, on a consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the member of the Force shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

(5) (a) An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority competent to do so.

(b) Where a member of the Force is suspended or is deemed to have been suspended (whether in connection with any disciplinary proceeding or otherwise) and any other disciplinary proceeding is commenced, against him during the continuance of that suspension, the authority competent to place him under suspension, may for reasons to be recorded by him in writing, direct that the member of the Force shall continue to be under suspension until the termination of all or any of such proceedings.

(c) An order of suspension made or deemed to have been made under this rule may at any time be modified or revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

**31. Nature of penalties.**—The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on a member of the Force, namely:—

- (a) dismissal;
- (b) removal;
- (c) compulsory retirement;
- (d) reduction to a lower class or grade or rank or to a lower time scale or to a lower stage in the time-scale of pay;
- (e) withholding of increment or promotion;
- (f) removal from any office of distinction or deprivation of special emolument;
- (g) fine to any amount not exceeding 7 days' pay;
- (h) censure.

**Explanation.**—The following shall not amount to a penalty within the meaning of this rule, namely:—

- (i) withholding of increment of a member of the Force for failure to pass a departmental examination in accordance with the rules or orders governing the class or grade or rank or post or the terms of his appointment;
- (ii) stoppage of a member of the Force at the efficiency bar in a time-scale on the ground of his unfitness to cross the bar;
- (iii) non-promotion, whether in a substantive or officiating capacity, of a member of the Force, after consideration of his case, to a class, grade rank or post for promotion to which he is eligible;
- (iv) reversion to a lower class, grade, rank or post of a member of the Force officiating in a higher class grade, rank or post on the ground that he is considered after trial, to be unsuitable for such higher class, grade, rank or post or on administrative ground unconnected with his conduct;
- (v) reversion to his permanent service, grade or post of a member of the Force appointed to the Force on probation in accordance with the terms of his appointment or the rules and orders governing probation;
- (vi) replacement of the services of a member of the Force whose services have been borrowed from a State Government or an authority under the control of a State Government at the disposal of the authority which had lent his services;



- (vii) compulsory retirement of a member of the Force in accordance with the provisions relating to his superannuation or retirement;
- (viii) termination of service,—
- (a) of a member of the Force appointed on probation during or at the end of the period of probation in accordance with the terms of his appointment or the rules and orders governing probation; or
  - (b) of a member of the force employed under an agreement in accordance with the terms of such agreement;
  - (c) of a member of the Force appointed in a temporary capacity or for a specified period on one month's notice or on tender of pay of one month in lieu of notice or on the expiry of the said period.

**32. Petty Punishments.**—Head Security Guards and Security Guards may also be awarded, as punishment, extra drill, guard, fatigue or other duty for a term not exceeding fourteen days.

*Explanation.*—Petty punishments shall ordinarily be awarded in Orderly Room as provided in rule 36 in this Chapter.

**33. Disciplinary authority.**—The disciplinary authority in respect of a member of the Force for the purpose of imposing any particular penalty or the passing of any disciplinary order shall be the authority specified in this behalf in Schedule I under whose administrative control the member is serving and shall include any authority mentioned in the said schedule superior to such authority.

**34. Procedure for imposing major penalties.**—(1) Without prejudice to the provisions of the Public Servants (Inquiries) Act, 1850 (37 of 1850), no order imposing on a member of the Force any of the penalties specified in Clauses (a) to (d) of rule 31 shall be passed except after an inquiry held as far as may be in the manner hereinafter provided.

(2) The disciplinary authority shall frame definite charges on the basis of the allegations on which the inquiry is proposed to be held. Such charges together with a statement of the allegations on which they are based, shall be communicated in writing to the member of the Force and he shall be required to submit, within such time as may be specified by the disciplinary authority, a written statement of his defence and also to state whether he desires to be heard in person.

*Explanation.*—In this sub-rule and in sub-rule (3), the expression “the disciplinary authority” shall include the authority competent under these rules to impose upon the member of the Force any of the penalties specified in clauses (e) to (h) of rule 31.

(3) The member of the Force shall for the purpose of preparing his defence be permitted to inspect and take extracts from such official records as he may specify, provided that such permission may be refused if, for reasons to be recorded in writing, in the opinion of the disciplinary authority, such records are not relevant for the purpose or it is against the public interest to allow him access thereto.

(4) On receipt of the written statement of defence or if no such statement is received within the time specified, the disciplinary authority may itself inquire into such of the charges as are not admitted or if it considers it necessary so to do, appoint a supervisory officer or an officer not lower in rank than an Inspector, or a Board of Inquiry as the Inquiring Authority to conduct the inquiry.

(5) The member of the Force so charged may be permitted by the Inquiring Authority referred to above to present his case with the assistance of any other member of the Force approved by it.

(6) The Inquiring Authority referred to above shall, in the course of the inquiry, consider such documentary evidence and take such oral evidence as may be relevant or material in regard to the charges. The member of the Force shall be entitled to cross-examine witnesses examined in support of the charges, to give evidence in person and to produce defence witnesses. If the said Inquiring Authority declines to examine any witness on the ground that his evidence is not relevant or material, it shall record its reasons for the same in writing.

(7) At the conclusion of the inquiry, the Inquiring Authority referred to above shall prepare a report of the inquiry, recording its findings on each of the

charges together with reasons therefor. If in the opinion of such authority, the proceedings of the inquiry establish charges different from those originally framed, it may record its findings on such charges, provided that findings on such charges, shall not be recorded unless the member so charged has admitted the facts constituting the said charges or has had an opportunity of defending himself against them.

(8) The record of the inquiry shall include—

- (i) the charges framed against the member of the Force and the statement of allegations furnished to him under sub-rule (2) of this rule;
- (ii) the written statement of defence, if any, submitted by the member of the Force;
- (iii) the oral evidence taken in the course of the inquiry;
- (iv) the documentary evidence considered in the course of the inquiry;
- (v) the orders, if any, made by the disciplinary authority and the Inquiring Authority referred to above in regard to the inquiry; and
- (vi) a report setting out the findings on each charge and the reasons therefor.

(9) The disciplinary authority shall, if it is not the Inquiring Authority referred to above, consider the record of the inquiry and record its findings on each charge.

(10) (i) If the disciplinary authority, having regard to its findings on the charges, is of the opinion that any of the penalties specified in clauses (a) to (h) of rule 31 should be imposed, it shall pass appropriate orders in the case.

(ii) If it is of opinion that any of the penalties specified in clauses (a) to (d) of rule 31 should be imposed it shall—

- (a) furnish the member so charged with a copy of the report of the Inquiring Authority referred to above and, where the disciplinary authority is not the said Inquiring Authority, a statement of its findings together with brief reasons for disagreement, if any, with the findings of the said Inquiring Authority be also furnished to that member;
- (b) give the member so charged a notice stating the action proposed to be taken in respect of him and calling upon him to submit within a specified time such representation as he may wish to make against the proposed action; and
- (c) consider the representation, if any, made by the member so charged in response to the notice under sub-clause (b) and determine what penalty, if any, should be imposed on the member so charged, and pass appropriate orders in the case.

(11) Orders passed by the disciplinary authority shall be communicated to the member of the Force who shall also be supplied with a copy of the report of the Inquiring Authority referred to above and, where the disciplinary authority is not the said Inquiring Authority, a statement of its findings together with brief reasons for disagreement if any, along with the findings of the said Inquiring Authority shall also be supplied to that member unless they have already been supplied to him.

**35. Procedure for imposing minor penalties.**—(1) No order imposing any of the penalties specified in clauses (e) to (h) of rule 31 shall be passed except after—

- (a) the member of the Force is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to take action and given an opportunity to make any representation he may wish to make, and
  - (b) such representation, if any, is taken into consideration by the disciplinary authority.
- (2) The record of proceedings in such cases shall include:—
- (i) a copy of the intimation to the member so charged of the proposal to take action against him;
  - (ii) a copy of the statement of allegations communicated to him;
  - (iii) the representation, if any, made by the member so charged; and
  - (iv) the orders on the case together with the reasons therefor.

**36. Procedure for imposing petty punishments.**—Petty breaches of discipline and trifling cases of misconduct by the members of the Force not above the rank of the Head Security Guards or Security Guards shall be inquired into and disposed of in the Orderly Room. The punishments enumerated in rule 32 may be awarded, making a record of the summary proceedings in the Orderly Room Register which shall be maintained for keeping record of such punishments. There shall be no appeal against the petty punishment awarded in the Orderly Room.

**37. Special Procedure in certain cases.**—Notwithstanding anything contained in rule 34, rule 35 or rule 36, where a penalty is imposed on a member of the force—

- (a) on the ground of conduct which had led to his conviction on a criminal charge; or
- (b) where the disciplinary authority is satisfied, for reasons to be recorded in writing, that it is not reasonably practicable to follow the procedure prescribed in the said rules.

The disciplinary authority may consider the circumstances of the case and pass such orders thereon as it deems fit.

A member of the force who has been convicted to rigorous imprisonment on a criminal charge shall be dismissed from service. In such cases no evidence need be given to prove the charge. Only a notice shall be given to the party charged proposing the punishment of dismissal for his having been convicted to rigorous imprisonment and asking him to explain as to why the proposed punishment of dismissal should not be imposed.

**38. Provisions regarding members of the Force taken from State Government etc.**—(1) Where an order of suspension is made or a disciplinary proceeding is taken against a member of the Force whose services have been borrowed from a State Government or an authority subordinate thereto or any other department of the Central Government, the authority lending his services shall forthwith be informed of the circumstances leading to the order of his suspension or the commencement of the disciplinary proceedings, as the case may be.

(2) In the light of the findings in the disciplinary proceedings taken against such a member of the force—

- (a) if the disciplinary authority is of opinion that any of the penalties specified in clauses (c) to (h) of rule 31 should be imposed on him, it may after consultation with the lending authority, pass such orders in the case as it deems necessary, provided that in the event of a difference of opinion between the borrowing authority and the lending authority, the services of the member shall be replaced at the disposal of the lending authority;
- (b) if the disciplinary authority is of opinion that any of the penalties specified in clauses (a) to (d) of rule 31 should be imposed on him, it shall replace his services at the disposal of the lending authority and transmit to it the proceedings of the inquiry for such action as it deems necessary.

**39. Reduction in rank etc.**—No member of the force shall be reduced to a rank lower than that to which he was first appointed to the service nor shall he be reduced permanently in the sense that he may never be eligible for re-promotion however meritorious his subsequent service may be. When reduction to a lower rank, class, grade or a lower time-scale or a lower stage in the time-scale is ordered, the order shall also specify the position in the lower rank on such reduction as well as the period for which the reduction shall hold good.

**40. Withholding of increment.**—In the case of withholding of increment as a punishment, the order shall state the period for which the increment is to be withheld and whether it shall have the effect of postponing further increments.

## CHAPTER X

### *Appeals, Revision and Petitions*

**41. Appeals against order of suspension.**—A member of the Force may appeal against an order of suspension to the authority, to which the authority which made or is deemed to have made the order is immediately subordinate.

**42. Appeals against order imposing penalties.**—(1) A member of the Force may appeal against an order imposing upon him any of the penalties specified in rule 31 to the authority immediately superior to the authority imposing the penalty.

**Note.**—Appeals against the orders of the Deputy Inspector General shall lie to the Inspector-General and against his orders to the Central Government.

(a) There shall be no second appeal. But when the appellate authority imposes a penalty higher than the one appealed against, an appeal shall lie to the authority next superior to the appellate authority only if the penalty imposed by the appellate authority is higher than what was within the competence of the authority which imposed the original penalty.

**42-A. Period of limitation for appeals.**—No appeal under these rules shall be entertained unless it is submitted within a period of one month from the date on which the appellant receives a copy of the order appealed against:—

Provided that the appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.

**43. Form and contents of appeal.**—(1) Every member of the Force submitting an appeal shall do so separately and in his own name.

(2) The appeal shall be addressed to the authority to whom the appeal lies, shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself.

**44. Submission of appeals.**—Every appeal shall be submitted to the authority which made the order appealed against;

Provided that if such authority is not the head of the office under whom the appellant may be serving or if he is not in service, the head of the office under whom he was last serving, or is not subordinate to the head of such office, the appeal shall be submitted to the head of such office who shall forward it forthwith to the said authority.

**45. Withholding of appeals.**—(1) The authority which made the order appealed against may withhold the appeal if—

- (i) it is an appeal against an order from which no appeal lies; or
- (ii) it does not comply with any of the provisions of rule 43; or
- (iii) it is not submitted within the period specified in the Act and no cause is shown for the delay; or
- (iv) it is a repetition of an appeal already decided and no new facts or circumstances are adduced.

Provided that an appeal withheld on the ground only that it does not comply with the provisions of rule 43 shall be returned to the appellant and, if re-submitted within one month thereof, after compliance with the said provisions shall not be withheld.

(2) Where an appeal is withheld, the appellant shall be informed of the fact and the reasons therefor.

**46. Transmission of appeals.**—The authority which made the order appealed against shall, without any avoidable delay, transmit to the appellate authority every appeal which is not withheld under rule 45 together with its comments thereon and the relevant records.

**47. Consideration of appeals.**—(1) In the case of an appeal against an order of suspension, the appellate authority shall consider whether, in the light of the provisions of rule 29 and having regard to the circumstances of the case, the order of suspension is justified or not and confirm or revoke the order accordingly.

(2) In the case of an appeal against an order imposing any of the penalties specified in rule 31 the appellate authority shall consider,—

- (a) whether the procedure prescribed in these rules has been complied with, and 'not' whether such non-compliance has resulted in violation of any provisions of the constitution or in failure of justice;

- (b) whether the findings are justified; and
  - (c) whether the penalty imposed is excessive, adequate or inadequate;
- and pass orders,
- (i) setting aside, reducing, confirming or enhancing the penalty;
  - (ii) remitting the case to the authority which imposed the penalty; or to any other authority with such direction as it may deem fit in the circumstances of the case;

Provided that—

- (i) the appellate authority shall not impose any enhanced penalty which neither such authority nor the authority which made the order appealed against is competent in the case to impose;
- (ii) no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he may wish to make against such enhanced penalty; and
- (iii) if the enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in clauses (a) to (d) of rule 31 and an inquiry under rule 34 has not already been held in the case, the appellate authority shall subject to the provisions of rule 34 itself hold such inquiry or direct that such inquiry be held and thereafter on consideration of the proceedings of such inquiry and after giving the appellant an opportunity of making any representation which he may wish to make against such penalty, pass such orders as it may deem fit.

**48. Implementation of orders in appeal.**—The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.

**49. Revision.**—(1) Any authority superior to the authority making the order may, *suo motu*, if it considers necessary, revise an order, original or appellate, passed by such lower authority which comes to his notice within a period of one year from the date of the order.

(2) The revising authority may remit, vary or enhance the punishment imposed, or may order a fresh inquiry or the taking of further evidence in the case as it may consider necessary.

(3) The provisions of rule 47 relating to appeals shall apply so far as may be to such orders in revision.

**50. Petitions.**—(1) Any member of the Force may submit a petition in respect of any matter connected with his official position in which his personal interests are involved other than a matter covered by the rules relating to appeals and revision.

(2) Each such member of the Force shall submit a petition solely relating to his individual case.

(3) Joint Petitions of any kind whatsoever shall not be taken notice of and submission of such petitions shall be deemed to be an act of indiscipline.

(4) Such petition shall be in proper form and not couched in improper language and be submitted to the immediate superior even if the petitioner be on leave at the time. A petition submitted in contravention of this rule shall be summarily rejected.

(5) Such immediate superior shall submit it through his immediate superior to the authority competent to dispose it of. A Security Officer or an officer superior to him may withhold any such petition if it is couched in intemperate language, or is otherwise improperly written, in which case he shall inform the petitioner in writing that his petition has been withheld.

(6) In any subsequent petition to the competent authority, the petitioner shall also attach to his petition a copy of the order on his previous petition as communicated to him by his immediate superior officer.

**51. Other methods forbidden.**—The Supervisory officers and members of the Force are forbidden from resorting to any method other than that prescribed in these rules for pressing their claims or for obtaining redress of alleged grievances or reversal of orders. Any such attempt on their part shall be deemed to be an act of indiscipline.



## CHAPTER XI

*Uniform*

**52. Dress regulations.**—Dress regulations prescribing uniform and badges to be worn by supervisory officers and members of the Force shall be framed by the Inspector General with the prior approval of the Central Government.

**53. Issue of uniforms to members of the Force.**—On enlistment to the Force, a free issue of uniform shall be made to each member of the Force and follower according to the scale laid down in the Dress regulations issued under rule 19. Serviceability period shall be fixed for each item of kit. Periodical inspections of kit shall be held by the Chief Security Officers and articles which are no longer fit for use may be condemned and sent to stores for replacement. If the life of a condemned article has expired, it shall be replaced free. If its life has not expired, proportionate cost shall be deducted from the members of the Force concerned, provided that no deduction may be made if the article has been rendered unserviceable, owing to excessive wear and tear on duty or has been lost through no fault of the member concerned.

**54. Uniform grant to supervisory officers.**—Supervisory officers shall be entitled to uniform grant as indicated below, namely:—

- (1) Officers of the Regular Army, Indian Police Service or State police joining the Force on deputation as gazetted officers.—Rs. 200.
- (2) Local promotees or directly recruited gazetted officers.—(a) Initial uniform grant of Rs. 900 regulated as under:—
  - (i) Rs. 450 i.e. half the grant after 3 months continuous officiating or temporary service in the gazetted ranks in the Force and on a certificate from the Inspector General that the Officer concerned is likely to continue as such.
  - (ii) Rs. 450 representing the balance on completion of three years service as gazetted officer in the Force or on confirmation whichever is earlier subject to the stipulation that the officer concerned if not substantive when the amount becomes due, is certified by the Inspector-General as fit for permanent retention in the Force.
- (b) Renewal uniform grant of Rs. 450 at intervals of every five years to be calculated in respect of temporary or officiating gazetted officers from the date they complete three months temporary or officiating service in the Force in a Gazetted post.
- (3) State Police or Army officers initially appointed on deputation but subsequently retained permanently in the Force.—(a) Initial uniform grant of Rs. 900 (Rs. 450 initially the amount of Rs. 200 paid to the deputationists being deducted from this amount. The balance of this amount of Rs. 450 being paid after they have completed 3 years service thereafter subject to the stipulation that the officers concerned, if not substantive when the amount becomes due, are certified by the Inspector General as fit for permanent retention in the Force).
- (b) Renewal uniform grant of Rs. 450 every five years to be reckoned from the date of confirmation in the Force.

**NOTE**—The uniform grant admissible to the officers mentioned at item (3) shall be subject to the condition that the amounts of initial and renewal grants received by them from the parent departments shall be deducted from the first instalment of Rs. 450 on their being retained permanently in the Force. If the balance arrived at after deducting Rs. 200 and the initial and renewal grant sanctioned by the parent departments is a negative figure it shall be adjusted against the second instalment of Rs. 450 so that the deputationists permanently absorbed in the Force do not in any case get more than Rs. 900 as uniform grant in a period of ten years.

- (4) Police or Army (serving) Officers who are received on deputation in the Force but get release or retirement whilst in the Force and are continued in the same rank in the Force.—Rs. 200 if the period of their employment in the Force exceeds one year.
- (5) Retired or release officers re-employed in the Force.—Rs. 200 if the period of their re-employment in the Force exceeds one year.

NOTE 1.—An officer due to retire within two years of the date on which uniform grant falls due shall not be entitled to the said grant.

NOTE 2.—An officer mentioned in item (2) or item (3) quitting service on resignation or discharged within the period for which the uniform grant is sanctioned shall be liable to refund the proportionate amount of the said grant.

#### CHAPTER XII Miscellaneous

55. **Resignation.**—(1) The resignation of a member of the Force shall be accepted only by the officer who has power to make appointments to the rank or post held by such member.

(2) The resignation of a member of the Force who is under trial or whose conduct is under inquiry may be refused.

56. **Discharge certificate.**—Whenever a member of the Force ceases to be such member for any reason whatsoever, a discharge certificate in the form prescribed in the regulations shall be given to him.

57. **Surrender of Certificate of appointment.**—Every member ceasing to be a member of the Force shall surrender to the officer who is his immediate superior, his certificate of appointment which shall thereupon be submitted to the Chief Security Officer.

58. **Re-enlistment.**—A member of the Force who has been dismissed therefrom shall not be re-enlisted. However, a member of the Force who has resigned may be re-enlisted with the sanction of the Deputy Inspector General.

59. **Free Accommodation.**—Normally the undertakings where the force has been deputed, shall provide accommodation in the township itself to all the supervisory officers and at the rate of 45 per cent married and 55 per cent unmarried of the members of the Force. Accommodation to the members of the Force shall be rent free but where such facilities are not available they shall get a house rent allowance in lieu thereof limited to the actual amount of house rent paid by the member concerned subject to a maximum of 10 per cent of pay. When residential accommodation is provided to a member he shall live there subject to such conditions and terms as may be specified by the Managing Director or the General Manager of the Industrial Undertaking.

60. **Medical Facilities.**—As Central Government servants, personnel of the Force are governed by C.S. (MA) Rules, in which they are working to their employees of similar status.

61. **Leave.**—The supervisory officers and members of the Force shall be governed by the leave rules as are applicable to employees of the Central Government. Casual and earned leave to the followers and all members of the Force under him shall be granted by the Commandant except that in case of leave of more than thirty days to Inspectors where officiating arrangements are needed, the approval of the Deputy Inspector General shall be taken. Casual leave shall be granted to Security Officers, Chief Security Officers & Deputy Inspector General by Chief Security Officer, Deputy Inspector General and Inspector General respectively. Earned leave to all supervisory officers shall be granted upto 45 days by the Inspector General and for a longer period by the Central Government.

62. **Recall from leave.**—The supervisory officers and members of the Force on leave may be recalled at any time by the authority empowered to sanction their leave. They may be directed to report for duty either at Headquarters or to proceed direct to the place at which their services are required. In either case travelling allowance as on tour (by the shortest route) for the return journey may be allowed to them at the discretion of the authority recalling them from leave.

63. **Free leave pass concession.**—The undermentioned free pass concessions, from the Headquarters of the Force or the place of duty to the Railway Station nearest to his home and return shall be admissible to Head Security Guards, Security Guards and enrolled followers of the Force:—

- (i) one free leave pass for every three years;
- (ii) one free leave pass for family every six years;
- (iii) free leave pass when proceeding on medical leave of duration of not less than one month, provided it is certified that the illness or injury which necessitated medical leave was not brought about by any fault or negligence on the part of the member of the Force concerned.

**64. Benefits on account of 'Risk of office'/special 'risk of office'.—**In these matters supervisory officer and members of the Force shall be governed by C.C.S. (EOP) Rules as amended from time to time.

**65. Superannuation, etc.—**The rules relating to superannuation pension, provident fund and gratuity of supervisory officers and members of the Force shall be the same as those applicable to the Central Government servants.

**66. Transfers.—**Transfers of supervisory officers shall be made by the Inspector General with the concurrence of the Central Government. Transfers of the members of the Force within a battalion may be made by the Commandant and from one battalion to another in a Zone by the Deputy Inspector General and from one Zone to another by the Deputy Inspector General Headquarters.

**67. Tenure.—**Police officers coming on deputation from States may be on deputation for five years in the first instance. If, however, they are found fit and are willing to continue, their tenure may be extended by another five years or they may be absorbed permanently in the Force.

**68. Non-applicability of rules in certain cases.—**(1) These rules shall not apply to supervisory officers or members of the force taken on deputation from other services who shall continue to be governed by their own rules, nor to officers taken on contract who shall be governed by the conditions of their contract.

(2) Nothing in these rules shall be deemed to preclude the President—

(a) from making any appointments to the force which he may consider necessary, or

(b) from passing any order or revising, whether on his own motion or otherwise, any order passed under these rules by any subordinate authority.

**69. Ministerial staff.—**(1) In view of the strictly confidential and technical nature of work which the Ministerial staff will be required to handle, the force shall have a Ministerial cadre of its own, through in the initial stages persons may be taken on deputation also. The ranks of the cadre shall be:

(i) Superintendents

(ii) Assistants

(iii) Stenographers

(iv) Senior Clerks

(v) Clerks-cum-typists

(2) Direct recruitment on the basis of written tests shall be made by Departmental Committee appointed by the Inspector General for the posts of Assistants, Stenographers and Clerks. The rest of the posts may be filled by promotion in accordance with the rules and procedure laid down in the Office Manual prepared by the Inspector General with the approval of the Central Government.

#### SCHEDULE I

(See Rule 33)

Schedule of disciplinary authorities and their powers to pass different disciplinary orders in respect of different classes and grades and ranks of members of Force.

Sl. No.	Nature of disciplinary	Disciplinary authorities and the extent of their powers			
		Inspector General	Deputy Inspector General	Commandant/Chief Security Officer	Security Officer
1	2	3	4	5	6
1	Suspension	All members of the Force	All members of the Force	All members of the Force	All members of the Force

1	2	3	4	5	6
2.	(a) Dismissal	All members of the Force	All members of the Force	All members of the Force	All members of the Force excepting Inspectors & Sub-Inspectors.
	(b) Removal	Do.	Do.	Do.	Do.
	(c) Compulsory Retirement	Do.	Do.	Do.	Do.
	(d) Reduction	Do.	Do.	Do.	Do.
	(e) Withholding of promotion or increment	Do.	Do.	Do.	All members of the Force.
	(f) Removal from any office of distinction or deprivation of special emolument	Do.	Do.	Do.	Do.
	(g) Fine to an amount not exceeding seven days pay	Do.	Do.	Do.	Do.
	(h) Censure	Do.	Do.	Do.	Do.
3.	Punishment drill, extra guard fatigue or other duty.	Head Security Guards & Security.	Head Security Guards and Security Guards.	Head Security Guards and Security Guards.	Head Security Guards and Security Guards.

## APPENDIX "A"

(See Rule 15)

## FORM OF AGREEMENT

To

The President of India

In consideration of the President of India having agreed to appoint me as—

- \*an Inspector
- \*a Sub-Inspector
- \*an Assistant Sub-Inspector
- \*a Head Security Guard
- \*a Senior Security Guard
- \*a Security Guard

} in the Central  
Industrial Security  
Force

I ..... son of ..... hereby agree and undertake to—

- (i) serve in the Central Industrial Security Force for a period of not less than three years with effect from the date of my appointment in the Force;
  - (ii) carry out all duties entrusted to me and all lawful orders given to me by my superiors in rank;
  - (iii) refund all the cost of training imparted to me in the Force or a sum equal to three months' pay and allowances whichever is less, in the event of tendering my resignation from the Force for any reason or reasons whatsoever during the period of my initial training or thereafter during the aforesaid period of three years; and
  - (iv) if after three years I desire to resign, I will submit my request in writing and will not withdraw from my duties until I am duly relieved.
2. I understand and agree that my services can be terminated:—
- (a) by the Deputy Inspector General at any time during the period of my initial training or the period of my probation thereafter on issue of notice of one month or the tender of one month's pay in lieu of such notice; or
  - (b) by the appointing authority, without notice, on my failure to pass the final examination of the initial training course.

NOTE.—The term pay and allowance used in clause (iii) above means the usual pay and allowances received by him during the period of three months immediately prior to the date of his resignation.

Witness

Signature\_\_\_\_\_

Signature of the employee

Designation.....

Designation.....

Date.....

Date.....

Place.....

Place.....

ACCEPTED

for and on behalf of the President of India

\*Strike out whichever is not applicable.

#### APPENDIX "B"

(See Rule 29)

"I.....do solemnly affirm that I will be faithful and bear true allegiance to India and to the Constitution of India as by law established and that I will carry out the duties of my office loyally, honestly and with impartiality".

Signature

Signature and designation of the Superior Officer (in whose presence the affirmation is made)

Date.....

[No. 36/17/68-BS.II/PVII.]

B. VENKATARAMAN, Jt. Secy.